

# Using VoiceThread in Canvas

## *A How-To Guide for Faculty*

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Canvas, Jefferson's learning management system, has numerous features to help you facilitate student engagement within your course. Utilize this guide to use VoiceThread.

VoiceThread is an application designed for people to have discussions about shared digital media. The tool can be used both individually and collaboratively. VoiceThread allows users to combine images, video, text, and audio to enable multimedia conversations.

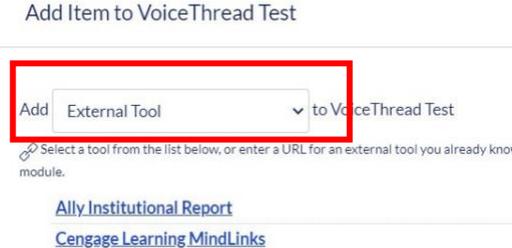
Please feel free to “click and go” to the applicable sections of this guide:

1. [Sharing a VoiceThread unrelated to an assignment](#)
2. [Creating a VoiceThread assignment](#)
  - a. [Assignment Type 1: Creating a VoiceThread](#)
  - b. [Assignment Type 2: Comment on a VoiceThread provided by faculty](#)
  - c. [Assignment Type 3: Watch a VoiceThread provided by faculty](#)
3. [Grading VoiceThread Assignments](#)

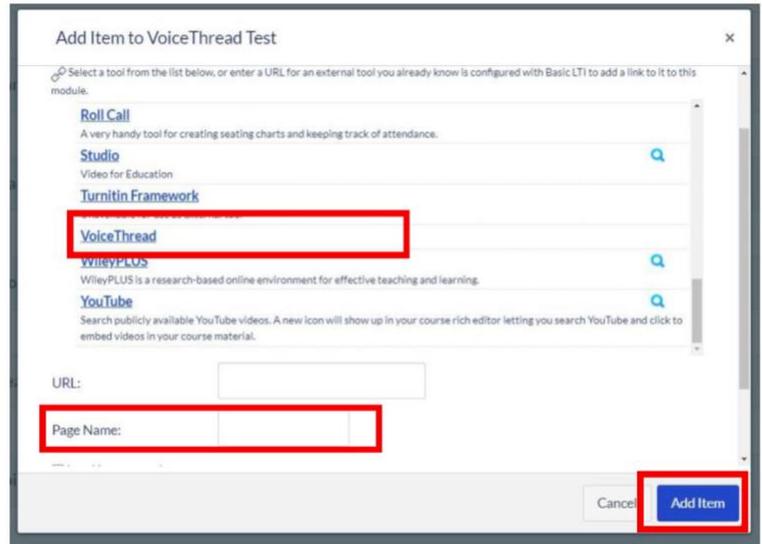
### Sharing a VoiceThread unrelated to an assignment

Add a link to a VoiceThread presentation within a module. Adding a VoiceThread this way is not an assignment, and will not be synced to the Canvas gradebook. It will create a “group” for the course within the VoiceThread environment. Once students click on the VoiceThread course page link, they will populate as “member” of the course “group” in VoiceThread.

#### ➤ Step 1: Set up your share link

1. Navigate to the Modules page of the course.	
2. Click “+” on the right side of the module title row.	
3. Select External Tool from the drop-down menu.	 <p>Add Item to VoiceThread Test</p> <p>Add <input type="text" value="External Tool"/> to VoiceThread Test</p> <p><small>Select a tool from the list below, or enter a URL for an external tool you already know.</small></p> <p><a href="#">Ally Institutional Report</a></p> <p><a href="#">Cengage Learning MindLinks</a></p>

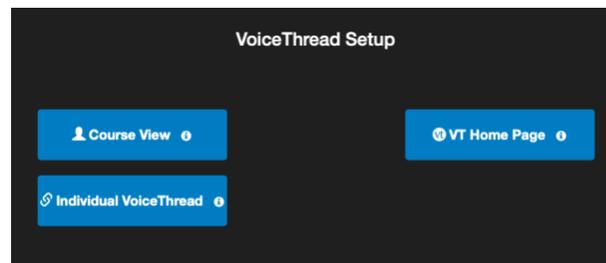
4. Find and select VoiceThread from the list.
5. Change the page name to the desired title.
6. Click "Add Item."



7. Click on the title to complete set up.

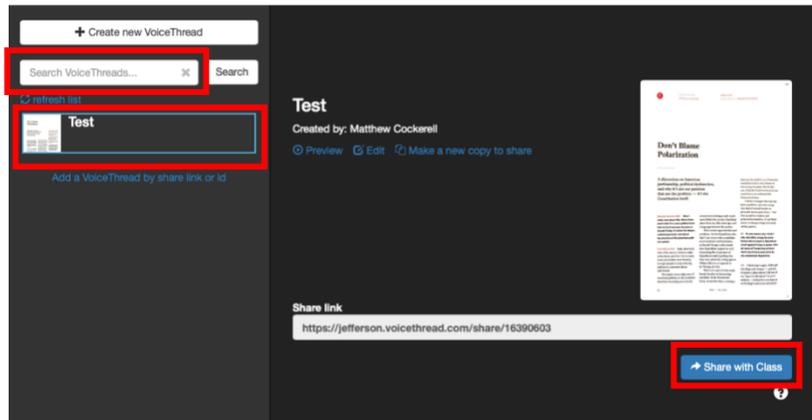


8. Select 1 of the 3 options: Course View, Individual VT, or VT Home. Things to consider when choosing:
  - a. **Course View** will take learners to the library of Voice Threads for the course.
  - b. **Individual VoiceThread** will take learners to a specific VoiceThread.
  - c. **VT Home Page** will open a newtab to the VoiceThread platform, separate from the Canvas environment.

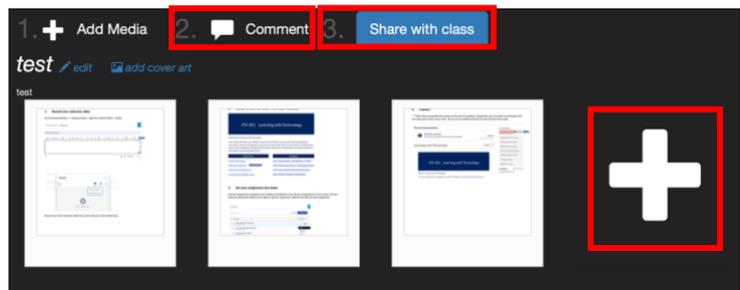
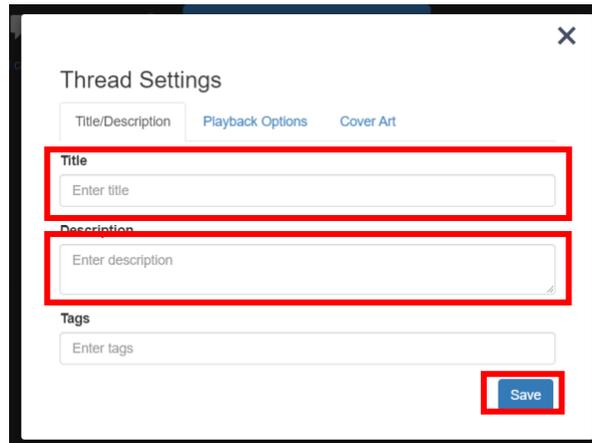
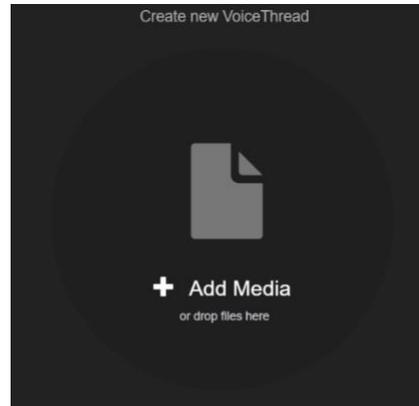
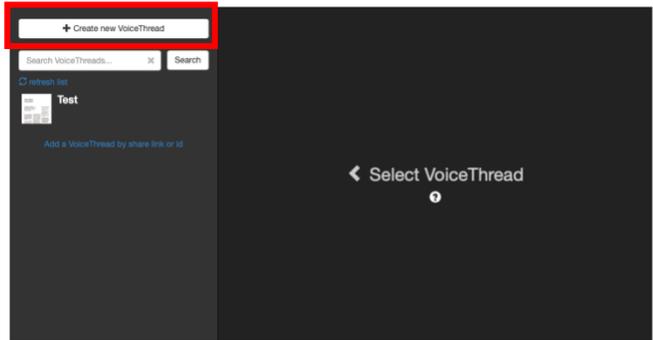


➤ **Step 2: Choose or Create the VoiceThread**

1. Choose - If you have already created the VoiceThread you would like learners to watch, search and select it from your VoiceThread library.
  - a. Use the search box to find existing VoiceThreads
  - b. Select the VoiceThread you would like to use.
  - c. Click “Share with Class”.

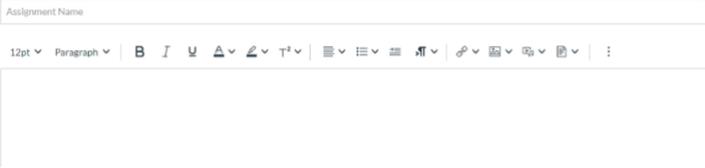
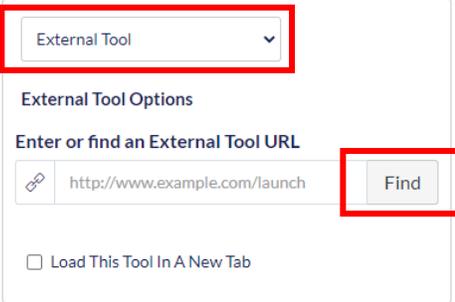
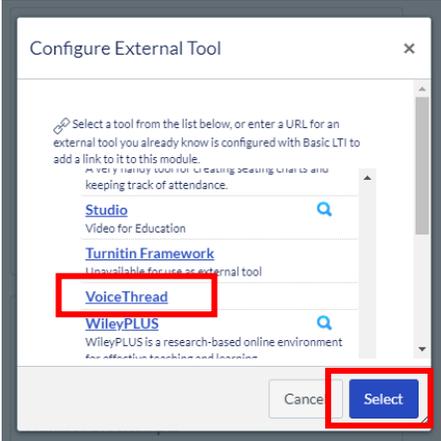
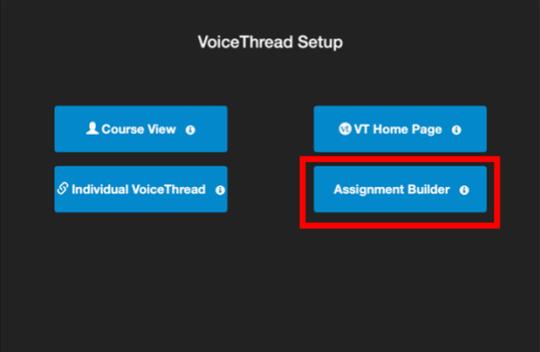


1. Create - If you are creating the VoiceThread you would like learners to comment on, select “Create new VoiceThread”.
  - a. Click “Add Media” and follow the prompts.
  - b. Enter the title and description for the presentation. Click “Save”.
  - c. Click “2. Comment” to add narration and commenting.
  - d. Click “+” to add multiple files/ file types for the VoiceThread.
  - e. Click “Share with class” when finished.



# Creating a VoiceThread Assignment

## ➤ Step 1: Create the assignment in Canvas

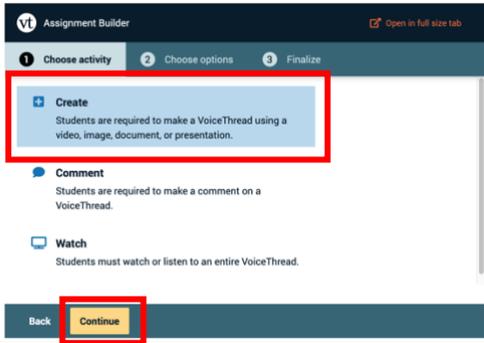
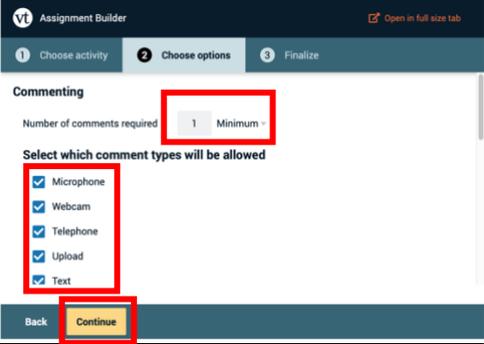
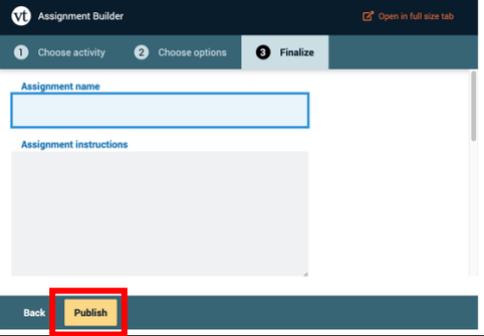
1. Go to the Assignments tab in the course navigation menu.	
2. Use the “+ Assignment” button to create a new assignment.	
3. Insert title & instructions.	
4. Under Submission Type: a. Submission Type = External Tool b. Click “Find”. c. Scroll down and select VoiceThread from the list. d. Click “Select”. e. Click “Save” after defining all assignment settings.	 
5. Select “Assignment Builder” in the VoiceThread menu window.	

➤ **Step 2: Define the Type of VoiceThread Assignment. Options:**

1. Ask learners to create their own VoiceThread
2. Ask learners to comment on a VoiceThread you have created
3. Require learners to watch a VoiceThread you have created

**Assignment Type 1: Creating a VoiceThread**

Choose this assignment type if you want learners to upload a VoiceThread presentation. Their submission is viewable only to you when using this method.

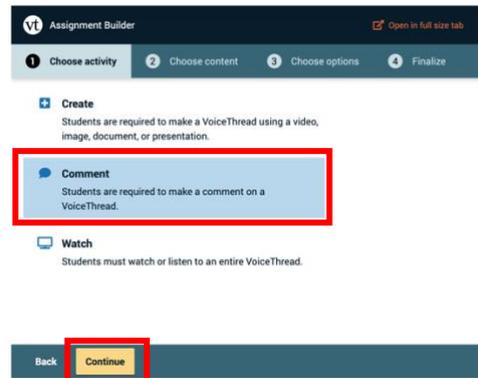
<p>1. Click “Create a VoiceThread” and then click “Continue”.</p>	
<p>2. Select the number of comments required and the comment types that will be allowed. Then click “Continue”.</p>	
<p>3. Edit the Assignment Name if necessary and add any additional Assignment Instructions desired. Note: Assignment Instructions entered here are in addition to any instructions entered into Canvas. Click “Publish” when finished.</p>	

Select the assignment again to view the submission window. This is where you will review and grade the submissions from learners.

## Assignment Type 2: Comment on a VoiceThread provided by faculty

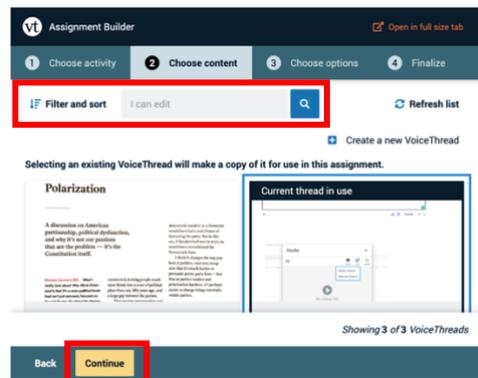
After creating the assignment and selecting VoiceThread from the external tools list...

1. Click "Comment" and then click "Continue".

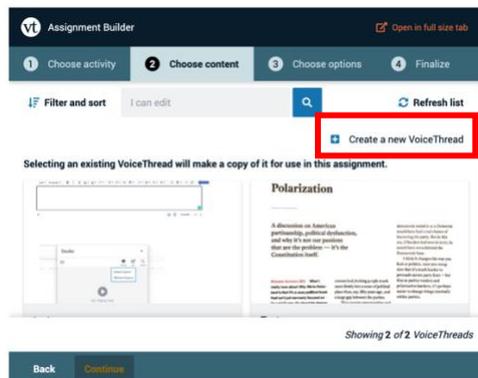


2. Define the VoiceThread you want learners to comment on.

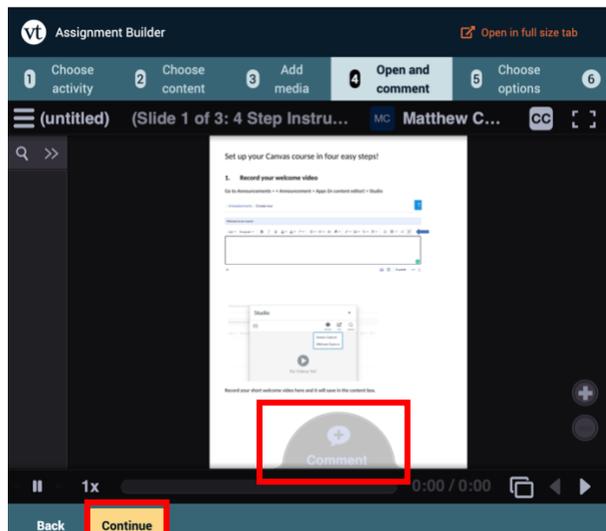
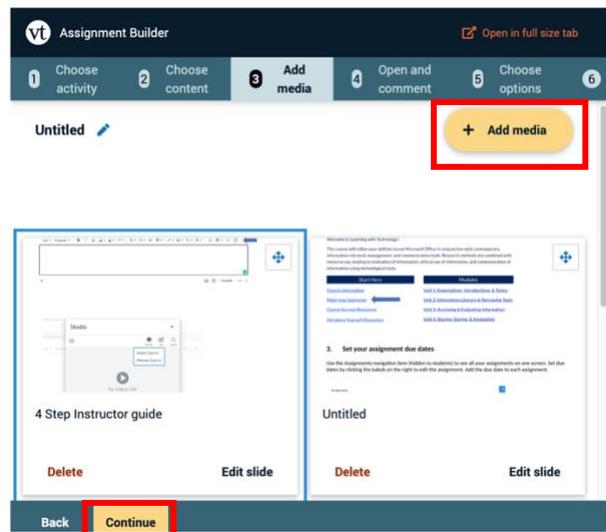
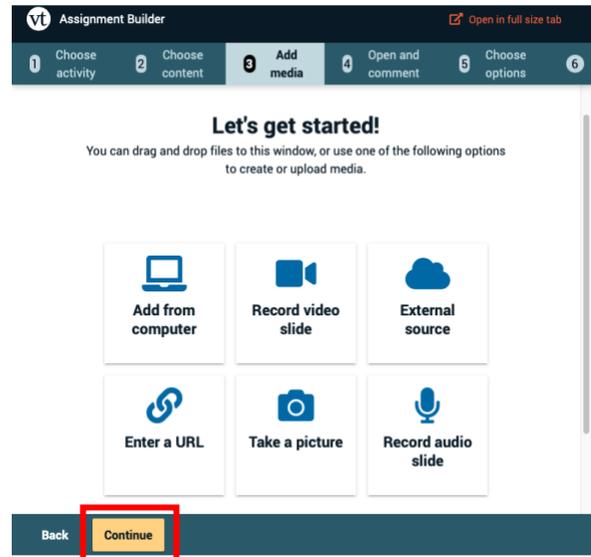
- a. If you have already created the VoiceThread you would like learners to comment on, search and select it from your VoiceThread library. Then click "Continue".



- b. If you are creating the VoiceThread you would like learners to comment on, select "+ Create new VoiceThread".



- i. Choose the type of media you would like to create or upload and click "Continue".
- ii. Click "+ Add Media" to add multiple files/file types to the VoiceThread and click "Continue" when finished.
- iii. Click "Comment" to add narration and commenting and then click "Continue" when finished.



3. Choose your commenting options:  
Select the number of comments required.
- Select which comment types will be allowed.
  - Select whether students can add slides when commenting.
  - Select whether comments will be moderated. If selected, comments will not be visible to other students until you choose to.
  - Select whether comments may be deleted by students.
  - Click "Continue" when finished.

The screenshot shows the 'Assignment Builder' interface with the 'Commenting' section selected. The navigation bar at the top includes steps 1 through 6, with step 5 'Choose options' highlighted. The 'Commenting' section includes a 'Number of comments required' field set to '1' with a 'Minimum' label. Below this is a section titled 'Select which comment types will be allowed' with a list of checkboxes: Microphone, Webcam, Telephone, Upload, and Text, all of which are checked. There are also three more checkboxes: 'Allow students to add slides to any VoiceThreads for this assignment.' (checked), 'Enable threaded commenting' (checked), and 'Enable comment moderation' (unchecked). At the bottom of the section are 'Back' and 'Continue' buttons.

The screenshot shows the 'Assignment Builder' interface with the 'Choose options' section selected. The navigation bar at the top includes steps 1 through 6, with step 5 'Choose options' highlighted. The 'Choose options' section includes a checkbox for 'Don't allow commenters to delete their own comments' (unchecked) and a checked checkbox for 'Limit length of each comment to:'. Below this are two dropdown menus for 'Minutes' (set to 60) and 'Seconds' (set to 0). There is also a checkbox for 'When recording, automatically advance to next slide after.' (unchecked). The 'Playback' section includes two checkboxes: 'Start playing when opened' (unchecked) and 'When final comment on a slide has played, automatically advance to next slide after.' (unchecked). The 'Permissions' section includes two checkboxes: 'Allow download' (unchecked) and 'Allow students to make a copy' (unchecked). At the bottom of the section are 'Back' and 'Continue' buttons.

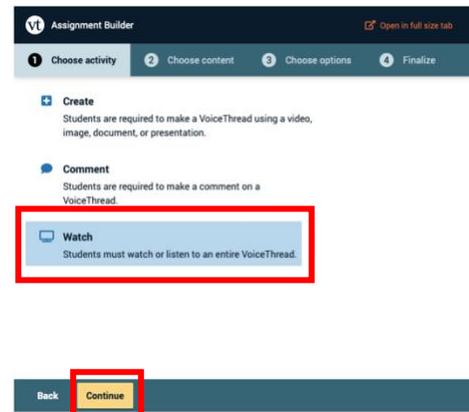
4. Edit the Assignment Name if necessary and add any additional Assignment Instructions desired. Note: Assignment Instructions entered here are in addition to any instructions entered into Canvas. You can also customize the message show to students when they submit their assignment. Click “Publish” when finished.

The screenshot displays the 'Assignment Builder' interface. At the top, there is a navigation bar with the 'vt' logo and the title 'Assignment Builder'. A progress indicator shows six steps: 1. Choose activity, 2. Choose content, 3. Add media, 4. Open and comment, 5. Choose options, and 6. Publish. The 'Publish' step is currently active. Below the navigation bar, there are three main sections: 'Assignment name' with a text input field, 'Assignment instructions' with a larger text area, and 'Message shown to student after they submit' with a text area containing the message 'You have successfully submitted the assignment'. At the bottom of the interface, there are two buttons: 'Back' and 'Publish'. The 'Publish' button is highlighted with a red rectangular box.

### Assignment Type 3: Watch a VoiceThread provided by faculty

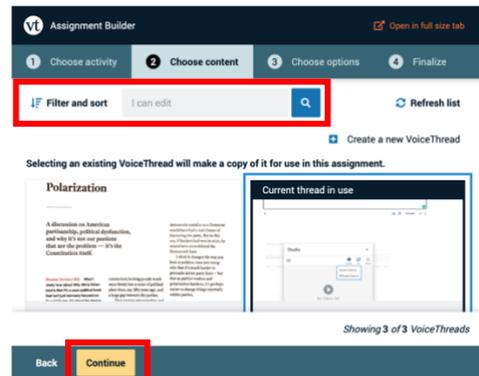
A score must be designated for the assignment. The assignment builder for VoiceThread will not function for complete/incomplete assignments. After creating the assignment and selecting VoiceThread from the external tools list:

1. Click “Watch” and then click “Continue”.

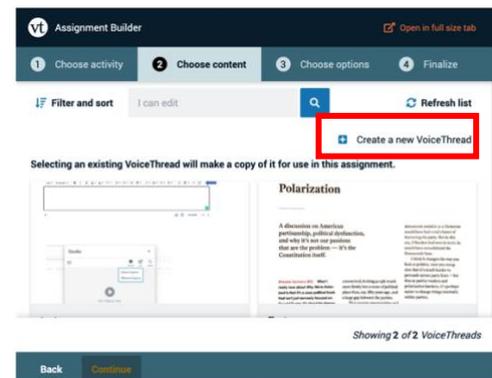


2. Define the VoiceThread you want the learner to watch.

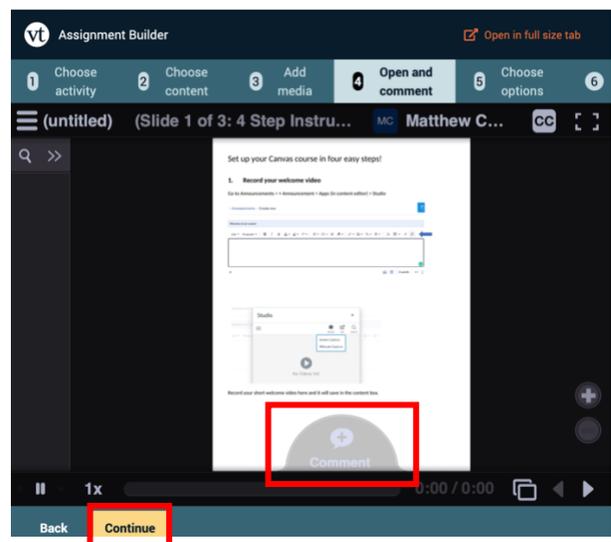
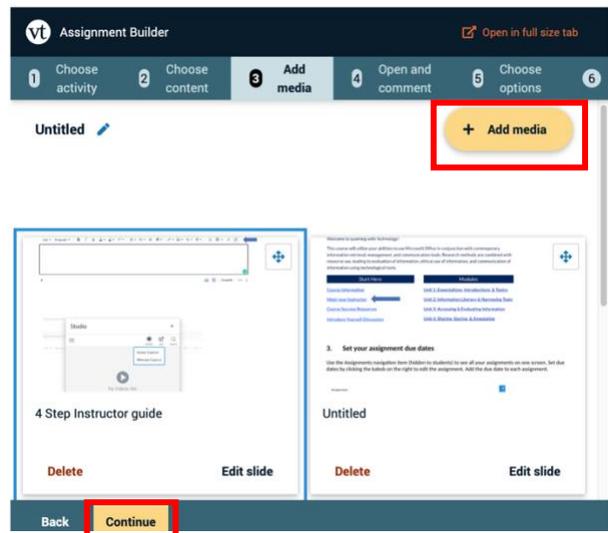
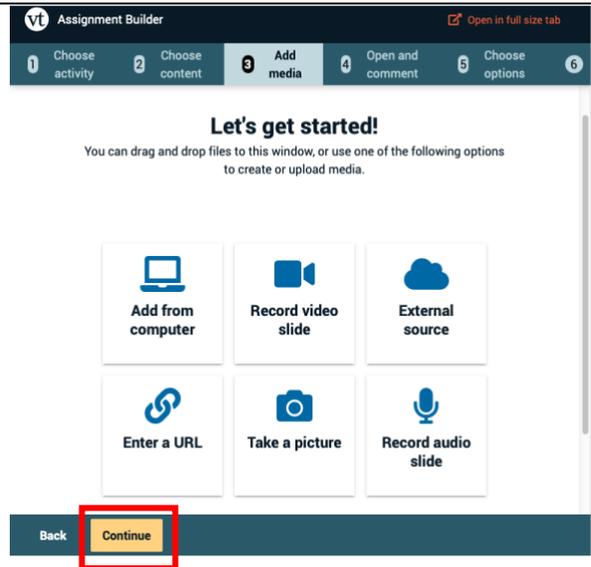
a. If you have already created the VoiceThread you would like learners to comment on, search and select it from your VoiceThread library. Then click “Continue”.



b. If you are creating the VoiceThread you would like learners to comment on, select “+ Create new VoiceThread”.



- i. Choose the type of media you would like to create or upload and click “Continue”.
- ii. Click “+ Add Media” to add multiple files/file types to the VoiceThread and click “Continue” when finished.
- iii. Click “Comment” to add narration and commenting and then click “Continue” when finished.



3. Choose your Playback options and then click "Continue".

The screenshot shows the 'Assignment Builder' interface at the 'Choose options' step. The top navigation bar includes a 'vt' logo, the title 'Assignment Builder', and an 'Open in full size tab' link. Below the navigation bar is a progress indicator with six steps: 1. Choose activity, 2. Choose content, 3. Add media, 4. Open and comment, 5. Choose options (highlighted), and 6. An 'Open in full size tab' link is also present. The main content area is titled 'Playback' and contains the following options:

- Start playing when opened
- When final comment on a slide has played, automatically advance to next slide after:
  - Seconds: 4

Below the playback options is the 'Permissions' section:

- Allow download
- Allow students to make a copy

At the bottom of the interface is a dark blue bar with two buttons: 'Back' and 'Continue' (highlighted with a red box).

4. Edit the Assignment Name if necessary and add any additional Assignment Instructions desired. Note: Assignment Instructions entered here are in addition to any instructions entered into Canvas. You can also customize the message shown to students when they submit their assignment. Click "Publish" when finished.

The screenshot shows the 'Assignment Builder' interface at the 'Choose options' step. The top navigation bar includes a 'vt' logo, the title 'Assignment Builder', and an 'Open in full size tab' link. Below the navigation bar is a progress indicator with six steps: 1. Choose activity, 2. Choose content, 3. Add media, 4. Open and comment, 5. Choose options (highlighted), and 6. An 'Open in full size tab' link is also present. The main content area is titled 'Assignment name' and contains the following fields:

- Assignment name: Test
- Assignment instructions: [Empty text area]
- Message shown to student after they submit: You have successfully submitted the assignment

At the bottom of the interface is a dark blue bar with two buttons: 'Back' and 'Publish' (highlighted with a red box).

See [this VoiceThread Guide](#) for more details and video based guides.

Share [this VoiceThread guide](#) with students for details on submitting VoiceThread assignments.

## Grading VoiceThread Assignments

- When you create the VoiceThread assignment, a column will populate in your Canvas gradebook.
- To review and grade VoiceThreads, click on the link or assignment versus searching for submission in the gradebook. VoiceThread content is not accessible via the Canvas gradebook or Speedgrader. You will view and enter a grade for the assignment from the assignment page, not the Canvas gradebook/Speedgrader.
- When grading in the VoiceThread window, you will enter the grade based upon 0-100%, no matter the grade display settings in Canvas.
- The grade entry (entered in the assignment's VoiceThread window) will populate into the corresponding column of the gradebook. Canvas will calculate the transition from a percentage score to a point value score if needed.
  - For example: You designate 50 points in the Canvas settings for the assignment and graded the submission at 50% in the VoiceThread window. The score that will automatically populate in the Canvas gradebook column will be 25 points.